Air Resources Board

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February 25, 2009

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The California Greenhouse Gas (GHG) emissions Reporting Tool is now available for use. We have created an account for your use to facilitate your reporting of GHG emissions in compliance with the Mandatory Reporting Regulation. The box below includes your ARB ID and Access Codes for the Reporting Tool. These codes are required to access and set up your GHG reporting account. If you are a retail provider or a marketer, you are receiving ARB ID and Access Codes for your entity as well as separate letters with ARB ID and Access Codes for each facility you operate. ARB is providing customized notes for reporters in the electricity sector to assist in setting up your entity and facilities in the reporting tool."

To assist with GHG emissions reporting, ARB staff has developed several instructional and training applications. We are deploying two versions of the Reporting Tool. A "Training Site" is first being provided to enable reporters to learn about the structure and functionality of the Tool without having to enter actual or complete data. The Training Site goes online on February 25, 2009. A final "Reporting Site" will be available for the actual GHG emissions reporting on March 18, 2009. Both systems operate identically, but data input to the Training Site cannot be used for reporting and cannot be transferred to the Reporting Site.

The Reporting Tool has multiple capabilities to meet the needs of all GHG emissions reporters. These capabilities include

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** Important – Please Keep This Letter **

GHG Reporting Tool Access Codes

These access codes are needed to Register and activate your account on the California GHG emissions reporting system. These codes are unique to your facility and should not be shared.

ARB ID: **999999**

                                        Access Codes

Training Site: **NN9999**
http://ghgreporttraining.arb.ca.gov

Reporting Site: **NN9999**
►Available 3/18/2009◄
http://ghgreport.arb.ca.gov

emissions data entry, emissions report tracking, report certification, and report verification. For those reporters with fairly simple facilities, many of the capabilities of the Tool will not be needed. However, more complex facilities and entities will need to navigate throughout the Tool to completely report emissions.

To respond to this complexity and better facilitate reporting, ARB staff has developed an emissions reporting Primer and Users Guide for the Reporting Tool. In addition, to assist in using the Tool, ARB staff is preparing step-by-step appendices for each sector that will guide the submittal of data using the Reporting Tool. The first of these stepwise guides is available now for General Stationary Combustion facilities and others will follow in mid-March. These staff instructions will sequentially guide you through the various menus and screens available in the Tool. The Primer and Guides for the Reporting Tool are available at: http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-tool.htm. Because facilities in each sector have unique reporting issues, we are scheduling sector-specific webinars to demonstrate actual emissions reporting using the Tool.

Reporting Schedule Updated
For facility operators required to report their 2008 emissions by April 1, 2009, the reporting deadline has been delayed to June 1, 2009. *This delay is for the 2009 submittal only.* The one-time delay is to help ensure the opportunity of all reporters to become familiar with the Reporting Tool.

Additional information on getting started with the Reporting Tool is attached. If you have questions regarding access to the Reporting Tool or general GHG reporting questions, please email ghgreport@arb.ca.gov or call Mr. Patrick Gaffney, Staff Air Pollution Specialist, at (916) 322-7303. For other questions, contact Mr. Doug Thompson, Manager, Climate Change Reporting Section, at (916) 322-7062.

Sincerely,

/s/

Richard Bode
Chief, Emission Inventory Branch
Planning and Technical Support Division

Enclosure

cc: Mr. Doug Thompson, ARB
        Mr. Patrick Gaffney, ARB

Attachment

Additional Information
For Using the California GHG Emissions Reporting Tool

Helpful Resources

The links below will assist in preparing your GHG emissions report and reporting and submitting your data

Main GHG Emissions Reporting Page
http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-rep.htm

GHG Reporting Tool Main Page
►Page includes Primer and Users Guides for Reporting Tool
http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-tool.htm

GHG Reporting Guidance
http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-rep-guid/ghg-rep-guid.htm

California GHG Reporting Regulation
http://www.arb.ca.gov/regact/2007/ghg2007/ghg2007.htm
(see Final Regulation Order)

Getting Started With the Reporting Tool

1. Review Reporting Tool Primer. It will be worthwhile to review the Reporting Tool primer, available here: http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-tool.htm. This document describes how the Tool functions and the general reporting flow.

2. Register Your Facility. Using the codes provided, you will Register your account and then assign yourself a personalized User ID and Password.

3. Enter General Facility and Contact Information. Enter general facility information (contact names, addresses, reporting sector, etc.). Add contacts that will have access to the facility reporting account.

4. Prepare For Reporting and Report Emissions. Refer to the detailed User Guide and sector-specific appendices for instructions on preparing for reporting,

Important: As the first person to register a facility in the Reporting Tool, you become a Facility Manager. Only a Facility Manager may certify the data for submittal to ARB or add additional users to the account. The Reporting Tool allows up to two individuals to be designated as Facility Managers.

Tip: A key concept for the Reporting Tool is that composite or individual "emitting activities" for the facility must first be created and defined (including fuel types used) within the System.

Following this set-up step, the fuel use and emissions for defined emitting activities are reported in the emissions component of the Tool.

configuring your facility's emitting activities, reporting emissions, and reporting other required data. These documents will be located here: http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-tool.htm. (The sector-specific appendices will be posted as they are completed in March.)

Differences in the Training Site Versus the Reporting Site

As mentioned previously, you will be able to access two Reporting Sites, the Training Site and Reporting Site.

Training Site	- Use the training site to become familiar with the functionality of the Reporting Site
	- Operation identical to actual Reporting Site
	- Assign users and alternate managers
	- Use to train employees and colleagues
	- Enter practice or actual data for facility and emissions
	- Data entered to the training site will not be used for reporting
	- Any data entered into the training site cannot be electronically transferred to the Reporting Site

Reporting Site	- Use for all required mandatory data submittals
	- Create relationships only with those that will have access to the actual facility data
	- Enter actual facility data only
	- Data entered to the training site will be used for reporting, certification, and verification
	- Certified and verified data entered into the Reporting Tool will be used for annual GHG emissions reports

Questions and Answers for Initial Registration

Question: What if I received more than one letter for a physical single facility and the letters provide different ARB ID numbers?

Answer: If more than one letter is received, use the codes on only one of the letters to register in the system. Each unique facility will have only one ARB ID, and each facility should be registered only once. It is possible that more than one letter was sent if we had you on our contact list for both your primary and secondary activities, or for other reasons. Please advise us of the ARB ID you retained and which we should delete by emailing us a ghgreport@arb.ca.gov so we can update our contact list.

Question: For my company, I have received multiple letters for multiple facilities, and I want to register and set up the initial account

information for each facility prior to providing system access to facility managers to complete the reporting. Can this be done?

Answer: Yes. This procedure is detailed in Chapter 2 of the Users Guide (http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-tool.htm). First register your initial facility. Next, log into your user account and use the "Register Additional Organization" button in the middle of the page. From here you can register facilities for which you have ARB ID and Access Codes. As the person registering the facility, you will be assigned the facility manager role. To allow others access to the account you will need to add an additional manager or reporters to the account (depending on the level of access desired). Those added will automatically be emailed information to create their account and access the facility data. Through this mechanism, a person associated with multiple facilities (such as at the corporate level) may access the data for each facility through a single log in to their user account.

Question: If I am a retail provider with generating facilities under my control, do I need more than one ARB ID?

Answer: Retail providers with generating facilities will have multiple ARB IDs and Access Codes assigned, including their entity ID. One ARB ID and Access Code is assigned for activities to be reported as a retail provider. ARB IDs and Access Codes are issued for each generating facility under the operational control of the retail provider. These codes are required to register the generating facilities for reporting. These ARB IDs and access codes are also required for the retail provider to link to the generating facilities within the reporting Tool (see Chapter 2 of the Users Guide). This allows the retail provider access to all of the reporting activities for each generating facility under their control, by simply logging in as the retail provider account manager.

Question: How do I determine my Primary Reporting Sector? What is a Secondary Reporting Sector?

Answer: There are eight options from which to select a primary sector including cement plant, refinery, hydrogen plant, electricity generating facility, cogeneration facility, electricity retail provider, electricity marketer, and general stationary combustion (GSC) facility. This selection is based on your primary business. GSCs are facilities not included in the other categories that annually emit 25,000 or more metric tonnes of CO_2 per year from stationary combustion sources. (See Resources for additional information.)

Some facilities, in addition to their primary sector activities, also include additional activities onsite that must be reported such as cogeneration or hydrogen production. This would be the "secondary reporting sector." If applicable, this secondary sector is specified during the registration process because different reporting

sectors have different reporting requirements. This specification helps to ensure complete reporting. See Table 2-4a, in Chapter 2 of the ARB's reporting guidance document for additional information, available here: http://www.arb.ca.gov/cc/reporting/ghg-rep/ghg-rep-guid/ghg-rep-guid.htm.